

TITLE: Instructions for Off Hours User Training

CATEGORY: Training

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REVIEW PERIOD: Annually

Purpose: To instruct the UES group and MCR operators on how to administer required training courses during off-hours when the user office is unavailable. The user office may schedule the required training during off hours if it is necessary due to the schedule of the user. In this case the UES group and MCR operators will be notified. Unscheduled training may occur when users arrive off hours with their training expired. The training classes the UES group and MCR operators are authorized to administer during off hours are: ESH 378 GERT, APS 101, ESH 100U, ESH 223 Cyber Security, and ESH 377 Electrical Safety Awareness.

The training classes required by the user can be determined by consulting the user database or by the EHCP. The user database can be accessed by the following link:

http://beam.aps.anl.gov/pls/apsweb/usr_user_anl_qry_pkg.start_catadm_page

If the user is missing or expired in any of the (5) above classes they may be administered following the steps below.

1. **ESH 378: GERT Training:** If a user is expired on this class, the user office deactivates the cardkey on the user's badge denying them access to the facility off hours. The UES group and MCR operators can administer the training but can not reactivate the cardkey. This must be done by the user office during normal business hours.
 - a. Ask the user if they would like to review the GERT study guide. The study guide may be found online or in the Off Hours Training Binder.

http://www.aps.anl.gov/Users/Become_A_User/Before_You_Arrive/Study_Guides/GERT/index.html

- b. Give the user the GERT exam which can be found in the Off Hours Training binder.
 - c. Grade the GERT exam using the answer key provided in the Off Hours Training Binder. A passing score is at least 8 out of 10 correct answers. Go over any incorrect answers with the user.
 - d. Submit the exam to Cindy Doran, 401-B1100, either by mail or by dropping it off at the user office. Also send an email to Cindy at doran@aps.anl.gov, with the user's name, badge number and training completed.
 - e. If the user's cardkey badge was deactivated, remind them to visit the user office during normal business hours to have it reactivated. A temporary cardkey may be issued from the training binder if the user needs access off hours.
2. **APS 101 and ESH 100U:** These classes are general orientations for APS and ANL.
 - a. Ask the user if they would like to review the study guides for these courses. The study guides are found online or in the Off Hours Training Binder.

http://www.aps.anl.gov/Users/Become_A_User/Before_You_Arrive/study_guides.htm

- b. Give the user the APS 101 and ESH 100U exams which are in the Off Hours Training binder.
 - c. Grade the exams using the answer keys provided in the Off Hours Training Binder. A passing score is at least 8 out of 10 answers correct. Go over any incorrect answers with the user.

- d. Submit the exam to Cindy Doran, 401-B1100, either by mail or by dropping it off at the user office. Also send an email to Cindy at doran@aps.anl.gov, with the user's name, badge number and training completed.

3. ESH 223 CYBER SECURITY:

- a. Ask the user if they would like to review the study guide for this course. The study guide is found online or in the Off Hours Training Binder.

http://www.aps.anl.gov/APS_Engineering_Support_Division/User_ESH/Reference/User_Orientation/

- b. Give the user the ESH 223 Cyber Security exam which is found in the Off Hours Training binder.
- c. Grade the exam using the answer key provided in the Off Hours Training Binder. A passing score is at least 8 out of 10 answers correct. Go over any incorrect answers with the user.
- d. Submit the exam to Cindy Doran, 401-B1100, either by mail or by dropping it off at the user office. Also send an email to Cindy at doran@aps.anl.gov, with the user's name, badge number and training completed.

4. ESH 337 ELECTRICAL SAFETY AWARENESS:

- a. Ask the user if they would like to review the study guide for this course. The study guide is found online or in the Off Hours Training Binder.

http://www.aps.anl.gov/APS_Engineering_Support_Division/User_ESH/Reference/User_Orientation/

- b. Give the user the ESH 337 exam which is found online or in the Off Hours Training binder. It consists of the 8 page study guide and a user information page.
- c. Make sure the user reads the material in the study guide and completes the user information page (page 9).
- d. Submit the user information page to Cindy Doran, 400-B1100, either by mail or by dropping it off at the user office. Also send an email to Cindy at doran@aps.anl.gov, with the user's name, badge number and training completed.